

United States  
Department of  
Agriculture

Marketing and  
Regulatory  
Programs

Animal and  
Plant Health  
Inspection Service

Administrative Services  
Division

Procurement and  
Property Policy Branch  
4700 River Road,  
Unit 113  
Riverdale, MD 20737



June 25, 2001

**TO:** MRP Distribution

**FROM:** David R. Gradick  
Director  
Administrative Services Division

**SUBJECT:** Fiscal Year 2002 Procurement Forecast

It is time to begin the procurement forecasting process for fiscal year (FY) 2002 requirements. The Administrative Services Division (ASD) will continue the process of making it less work for you, as well as a more useful planning tool for our procurement staffs and the Department.

ASD needs a list of any new contracts over \$100,000 that have been included in your FY 2002 budget request. **(Include leases and Federal Supply Schedule purchases also.) For each contract, provide:**

- a description of the product or service
- anticipated source of supply (if known)
- estimated dollar amount
- anticipated award date
- location of the customer

All AMS non-Information Technology requirements should be included on the list. AMS IT requirements will be provided by your AMS Information Technology staff. Report only new contracts which neither the Minneapolis nor Riverdale/Washington contracting office has been involved with previously and for which funding is highly likely. There is no need to include supplies or services currently being provided under a contract.

We need your information by July 27, 2001, in order to meet the Department's deadline. Please submit your report electronically on the attached form to Norita. Thomas@ aphis.usda.gov or by fax at (202) 720-3249. If you have any questions, please contact Ms. Thomas on (202) 720-8665.

Attachment

**Format to be used - Please respond electronically by the due date requested.**

## **FY 2002 PROCUREMENT FORECAST**

**MRP Business Site or Program Name** \_\_\_\_\_

<b>Product/Service Description</b>	<b>* Source of Supply (Use List)</b>	<b>** Anticipated Price Range</b>	<b>Anticipated Quarter of Award</b>	<b>Customer Location</b>	<b>*** SIC Code</b>

### **Abbreviation\*      Anticipated Source of Supply for Product/Service to be Procured**

8(a)	Section 8(a) Award [award made under the 8(a) Contracting Program]
SBSA	Small Business Set-Aside
SDB	Small Disadvantaged Business
WO	Women-Owned Small Business
GSA/FSS	Federal Supply Service (FSS) Schedule
C	Full and Open Competition
JWOD	Organizations under the Javits-Wagner O'Day (JWOD) Program
DO/TO-Man	Delivery/Task Orders issued against mandatory contracts
DO/TO-Non-Man	Delivery/Task Orders issued against non-mandatory contracts

<b>***</b>	<b>**</b>	
To be completed only by MRP-BS	Less than \$25,000	use "A"
	\$25,001 to \$100,000	use "B"
	\$100,001 to \$250,000	use "C"
	\$250,001 to \$500,000	use "D"
	\$500,001 to \$1,000,000	use "E"
	\$1,000,001 to \$5,000,000	use "F"
	\$5,000,001 to \$10,000,000	use "G"
	Over \$10,000,000	use "H"
	<b>Do not report VISA or Simplified Acquisitions.</b>	